

# Delivery Receipt

(Sample for Business Transactions)

## Seller Information

**Business Name:** ABC Trading Co.  
**Address:** 123 Commerce Ave, Business City, 10001  
**Contact:** (555) 123-4567

## Buyer Information

**Name:** XYZ Distributors Ltd.  
**Address:** 789 Market St, Industry Town, 20002  
**Contact:** (555) 987-6543

## Delivery Details

Receipt No.	DR-10025	Date	2024-06-20
Delivery Address	789 Market St, Industry Town, 20002		
Delivery Person	John Miller	Vehicle Plate	XYZ-1234

## Goods Delivered

#	Description	Quantity	Unit	Remarks
1	Wireless Mouse	50	pcs	-
2	Keyboard	35	pcs	-
3	USB Cable	100	pcs	Boxed

Delivered by:

(Signature over Printed Name)  
Date: \_\_\_\_\_

Received by:

(Signature over Printed Name)  
Date: \_\_\_\_\_

Note: Signing this receipt confirms that the listed goods have been received in good order and condition.